



Reopening Brown County

Recommendations from
Public Health

December
2020



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Background Information

COVID-19 is an easily transmittable communicable disease spread mainly through close contact from person-to-person and has achieved worldwide pandemic status.

68.4 million
positive cases
world wide

15.2 million
positive cases
in USA

448,000
positive cases
in Wisconsin

COVID-19 is currently present and is being actively transmitted in Brown County, Wisconsin. As of December 9, 2020, there are 23,110 confirmed positive cases in Brown County, with 20,109 cases out of isolation, and 125 deaths.

Wisconsin saw meaningful benefits from statewide public health practices which aimed to flatten the curve of COVID-19 infection. The goal of these practices was to slow the spread of the virus, preserve healthcare resources, and save lives in Wisconsin.

These are voluntary actions that everyone in the community can take to stay healthy and maintain a thriving Brown County. For updated information, visit www.stayhealthybc.com.



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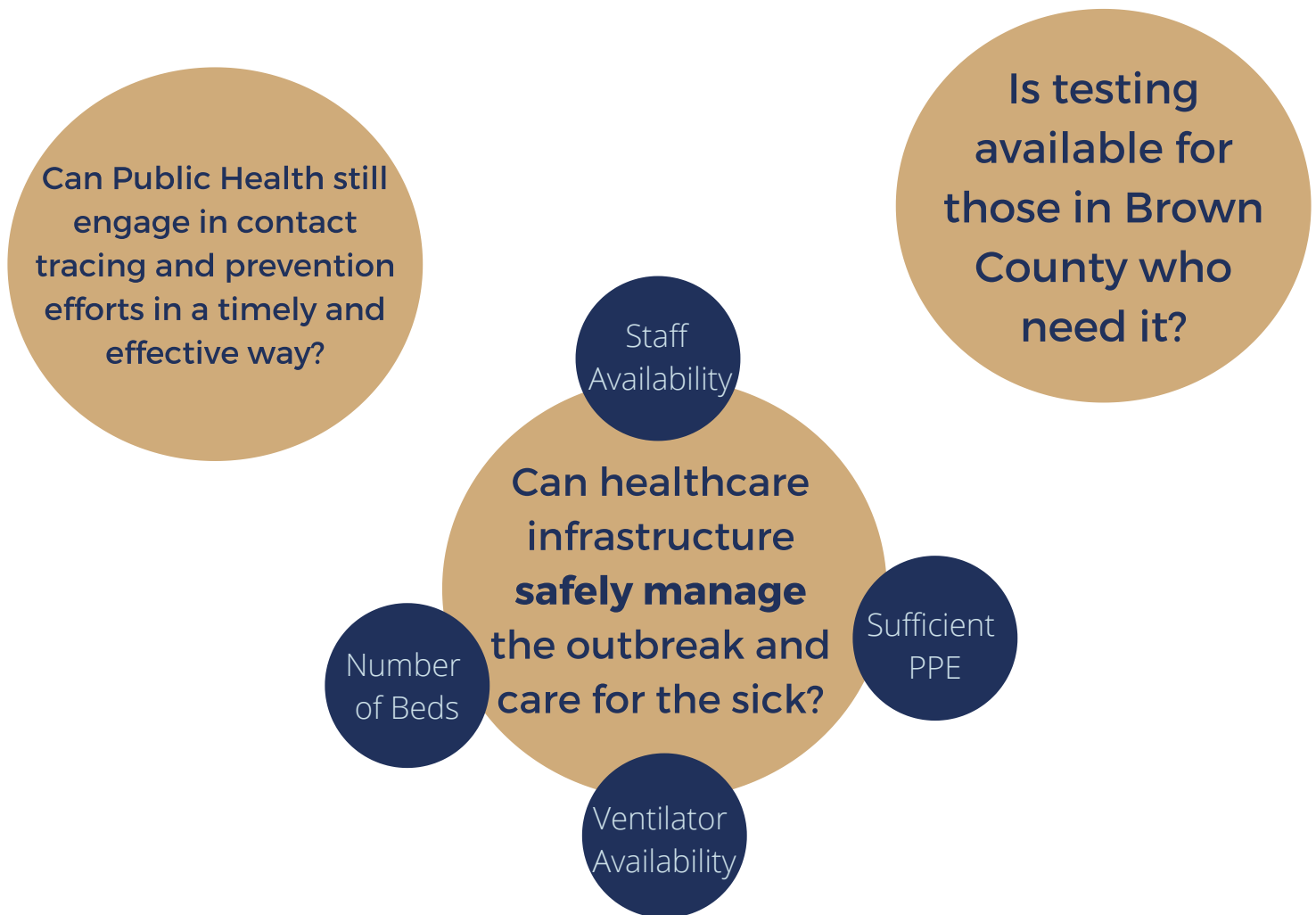


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Introduction

For our economy to safely recover and thrive, every citizen, business owner, faith leader, community leader, and others should do their part to make responsible choices to prevent the spread of COVID-19. Brown County encourages businesses, event sponsors, and others to maintain distancing measures and engage in best practices for safe social interactions. Public Health will update our guidance based on the following factors:



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Individual Guidance

Decisions about patronizing or holding an event should be made with consideration of how to do so safely and in line with public health recommendations and best practices.



Individuals should consider the implications of major events and activities, including upcoming holidays. Increased travel and the gathering of people from different communities can increase the risk of a resurgence of positive cases, which can have long-term economic and community health impacts.

Mass Gathering Best Practices

- Provide hand washing or sanitation stations for individuals who attend.
- Encourage social distancing of six (6) feet between people.
- Post notices that identify the symptoms of COVID 19 and encourage people who have symptoms to not attend or enter the gathering.
- Consider refund and cancellation policies that discourage people from attending when they are sick.

Lowest Risk

Staying at Home; virtual-only activities, events, and gatherings.

More Risk

Smaller outdoor and in person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear masks, do not share objects, and come from the same local area.

Higher Risk

Medium sized in person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.

Highest Risk

Large in person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html>



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Individual Guidance

As an individual, you have a responsibility to protect yourself and others from the spread of COVID-19. To minimize the spread of COVID-19 and play a role in protecting yourself and your community, please consider following the below best practices. It is up to you and others to assist Public Health in stopping the spread of COVID-19.



General Best Practices

- Social distance, maintaining six (6) feet between people.
- Wear cloth face coverings (masks) when out in public.
- Practice good hand hygiene: wash your hands with soap and water, or use hand sanitizer (with at least 60% alcohol), especially after touching frequently used items/surfaces.
- Covering coughs or sneezes (into the sleeve, tissue, or elbow, not hands).
- Clean/sanitize frequently touched surfaces.
- Avoid going to places where safety measures are not in place.
- If you are sick, stay home and call your healthcare provider about testing.
- Limit travel to reduce the potential for virus transmission.



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Appendices

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C: Mobile Food Establishments

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I: COVID-19 Poster

J: Responding to Positive COVID-19 Cases in Your
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K: COVID-19 FAQ Toolkit

L: Quarantine Guidance for Close Contacts 12/6/20



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Appendix A: Food Service Establishment Guidance

The local health agencies in Brown County are a resource that may be used by all businesses countywide. The following guidance is being provided to promote the safety of your employees and patrons, as well as to further a successful reopening. Please don't hesitate to contact us with specific questions regarding our guidance that relate to your business operation, and please continue to comply with all applicable Federal, State and Local laws, rules and regulations. You can do your part to prevent the spread of COVID-19 by implementing the following recommendations:

- Prior to opening your establishment, thoroughly deep clean and sanitize the entire facility. Focus on food contact surfaces that will be touched by employees. We recommend using a bleach solution that is maintained at 50-100 ppm (one capful per gallon of water). You may contact us for additional guidelines for cleaning when the situation involves a COVID-19 positive individual.
- Flush water systems for 30 minutes in establishments that have not been in operation for an extended period of time.
- Verify all stocked food is wholesome and not expired, and discard as necessary.

Management Responsibilities

- A minimum of one certified food manager (CFM) is required per location. When practical, the employee holding the CFM should be in charge and onsite during all hours of operation.
- It is the responsibility of the person in charge to monitor and ensure that employees are following proper procedures.



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Appendix A: Food Service Establishment Guidance

Stay Healthy/Stay Home When Sick Recommendations

- Prohibit sick employees from working.
- Have employees self-monitor for COVID-19 symptoms, such as: shortness of breath, cough, and fever.
- Businesses may want to consider a legally compliant policy or practice to screen employees for illness prior to entry and have policies in place that reinforce employees to stay at home if sick.
- Provide PPE to protect employees. An example is the use of a cloth face mask. These are designed to protect the people around the individual wearing the mask.
 - Masks should fit over the nose and mouth, and should fit snugly and comfortably around the side of the face.
 - Masks should be properly secured and should include multiple layers of fabric.
 - Manufacturer instructions should be followed regarding reusable masks, which may include laundering masks with warm/hot water, and machine drying them, after each shift.
 - Masks should be replaced if they become wet or soiled during a work shift.
 - Employees should be encouraged to not touch their mask to discourage disease transmission.
- You should have a sickness policy that is available and clearly understood by all employees regarding when to stay home from work. Employees should not be punished or reprimanded if calling in sick for an excusable illness.
- Recommend implementing a "no penalty" cancellation policy to discourage sick attendees from holding or attending an event at the food service establishment.



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Appendix A: Food Service Establishment Guidance

Recommendations Regarding Clean Hands: Prevent the Spread of Disease

- All employees should be provided with education on proper handwashing procedures, which include: wet, lather, scrub, rinse and dry. Wash hands with soap and warm water for at least 20 seconds. As this action can break the route of disease transmission, please reinforce it with your employees.
- Hand sanitizer that contains at least 60% alcohol should be provided at entry/exit points for customers.
- Employees should wash their hands as frequently as necessary to prevent contamination of food and utensils, and to prevent the spread of disease.
- Ensure proper glove use when handling ready-to-eat foods. Single use gloves should not be re-used. Gloves are not a replacement for handwashing.

Social Distancing Recommendations

- Maintain at least 6 feet physical distance by using the following: floor markings, signage, and updated seating arrangements that ensure 6 feet of separation (please call us if you have questions regarding seating arrangements).
- Encourage the use of protective barriers to protect employees and customers (e.g., regarding booths and cash registers, plexiglass is very commonly used for these purposes and is currently readily accessible).
- Watch for changes to Federal and State issued orders.



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Appendix A: Food Service Establishment Guidance

- Utilize your website and/or phone for orders, and use credit cards for contactless payment. Examples include modified operations, such as:
 - Contactless payments and use of mobile ordering apps/website
 - Social media posts of daily specials
 - Carry out and delivery
 - Use of customer's car as waiting area
 - Call ahead reservations/seating
 - Reduce on premise capacity
 - Limit seating area (i.e., tables/booths) to at least six feet apart
 - No salad bars or self-serve buffets
 - No tables greater than six feet in length or continuously lined up together
 - Use six foot distancing regarding outdoor eating and drinking
 - Use chalkboard menus, or laminated menus that may be sanitized after each customer use (paper menus should be discarded after each use)

Cleaning and Sanitizing Recommendations

- Provide refresher training to existing and new employees on cleaning and sanitizing procedures.
 - Concentration of approved sanitizers for food contact surfaces:
 - Chlorine 50-100 ppm
 - Quaternary Ammonium 150-400 ppm
 - Iodine 12.5 mg/L-25 mg/L



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Appendix A: Food Service Establishment Guidance

- Sanitizer concentration should be checked with a test strip at the beginning of daily operations, hourly, and each time sanitizer is refilled. In times of higher use and where sanitizer buckets become cloudy with food debris, more frequent changing of sanitizer will help ensure proper sanitization.
- Clean and sanitize common areas/items in between customers, after each use. Clean high touch areas frequently. It is recommended to use protective coverings that can be cleaned and sanitized for hard to clean areas, such as keyboards.
- Recommend removal of shared condiments from tables and provide single use/disposable options

In addition, we advise you to monitor guidance and directives from the Federal Centers for Disease Control and Prevention (CDC), the Federal Health and Human Services Department, the State Department of Health Services, and the Wisconsin Governor's office.

If you have questions about these guidelines and how they may be applied to your facility, please don't hesitate to contact your local public health agency.



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Appendix B: Lodging Facilities Guidance

The local health agencies in Brown County are a resource that may be used by all businesses countywide. The following guidance is being provided to promote the safety of your employees and patrons, as well as to further a successful reopening. Please don't hesitate to contact us with specific questions regarding our guidance that relate to your business operation, and please continue to comply with all applicable Federal, State and Local laws, rules and regulations. You can do your part to prevent the spread of COVID-19 by implementing the following recommendations:

Enhanced Cleaning Recommendations for your Facility

In addition to ongoing training on best practices for cleaning and sanitation, lodging facilities should implement updated standards for their guests and staff, which should include:

- Where practicable, clean high touch areas hourly. These areas include doorknobs, handles, handrails, elevator components, front desk counter, payment pads, computers, etc.
 - Use EPA approved disinfectants for COVID-19. The list can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- Guest room surfaces should be disinfected between guests, including doorknobs, switches, remotes, hard surfaces of furniture, and guest bathrooms.
- Launder all bedding and towels in between each guest
 - Wash at warmest water setting and machine dry all towels and linens.
- Housekeeping carts/tools should be sanitized at the beginning and end of each shift.



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Appendix B: Lodging Facilities Guidance

- Discourage staff from sharing work tools and equipment (cleaning carts).
- Provide hand sanitizer at entry points and reception areas. Touchless dispensers are recommended, but pump bottles may also be used.
- Post signage that encourages social distancing and cough and sneeze etiquette at all entrances and common areas.
- Social distancing should be maintained between staff as well as with patrons. The facility should ensure that proper social distancing is maintained.
- Use floor markings to indicate a 6-foot separation in the front lobby, break rooms and other common areas.

Recommendations for Meetings and Conferences within Lodging Facilities

The capacity of meeting and conference rooms should be reduced based on the ability to ensure adequate physical distancing of at least 6 feet between total number of attendees, including staff. If six feet is not possible, limit those areas to same household members.

- Factors that may affect capacity include but are not limited to:
 - Room layout
 - Type of seating/table arrangement
 - Reduce or remove seating to encourage physical distancing. Seating examples may include:
 - Theater style seating - allow three feet between each chair (or instruct guests to sit in every other chair if the Fire Marshall requires chairs to be connected.)
 - Classroom set up - set a maximum of two guests per six-foot table.
 - U-shape set up - set a maximum of two guests per six-foot table.
 - Conference style set up - set a maximum of two guests per six-foot table.



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Appendix B: Lodging Facilities Guidance

- Banquet rounds - set a maximum of six guests per six-foot round, or five guests per five-foot round.
- Reception set up - set all tables at least six feet apart with no more than two chairs per cocktail round.
- Recommend one way entry/exit per physical entry to reduce human traffic flows through restricted entry points.
- Provide standing space in the rear of the room for self-distancing.
- Where practical, alter event itineraries to stagger event attendance to reduce number of attendees in common areas.
- Bottled water and prepackaged snacks should replace all self-service food items.
- Require staff to wear cloth masks and encourage participants to do the same.
- Post notices that identify the symptoms of COVID-19 encouraging those who have symptoms not to attend.
- Recommend the use of additional staff to monitor and encourage patron physical distancing.
- Frequently touched surfaces should be disinfected prior, during (at least hourly), and at the end of the event.
- Recommend the use of sign in sheets (or other attendee tracking mechanism) to keep record of all attendees and approximate arrival and departure times. This may be utilized for contact tracing if an outbreak occurs.
- Where practical, install touchless (or hand actuated, when touchless are not available) hand sanitizing stations throughout the facility and at entry/exit points. Hand sanitizer must contain at least 60% alcohol.
- Stagger break times to reduce congregating in halls, restrooms, and other common areas.
- Recommend implementing a "no penalty" cancellation policy to discourage sick attendees from holding or attending at event.



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Appendix B: Lodging Facilities Guidance

Recommendations Regarding Clean Hands: Prevent the Spread of Disease

All employees should be provided with education on proper handwashing procedures, which include: wet, lather, scrub, rinse and dry. Wash hands with soap and warm water for at least 20 seconds. Hand washing can reduce the spread of COVID-19. Encourage employees to wash hands before/after eating, after using the restroom or after coughing/sneezing.

- Discourage staff from sharing work tools and equipment (cleaning carts).
- Provide hand sanitizer at entrance points and reception areas. Touchless dispensers are recommended, but pump bottles may also be used.
- At this time, there should be no social gatherings in reception or other common areas of the facility, but social distancing should be practiced if there are.
- Post signage that encourages social distancing and cough and sneeze etiquette at all entrances and common areas.
- Social distancing must be maintained between staff as well as with patrons. The facility should ensure that proper social distancing is maintained.
- Use floor markings to indicate a 6-foot separation in the front lobby, break rooms and other common areas.

Stay Healthy/Stay Home When Sick Recommendations

- Prohibit sick employees from working.
- Have employees self-monitor for COVID-19 symptoms, such as: shortness of breath, cough, and fever.



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Appendix B: Lodging Facilities Guidance

- Businesses may want to consider a legally compliant policy or practice to screen employees for illness prior to entry and have policies in place that reinforce employees to stay at home if sick.
- Provide PPE to protect employees. An example is the use of a cloth face mask. These are designed to protect the people around the individual wearing the mask.
- Masks should fit over the nose and mouth, and should fit snugly and comfortably around the side of the face.
- Masks should be properly secured and should include multiple layers of fabric.
- Manufacturer instructions should be followed regarding reusable masks, which may include laundering masks with warm/hot water, and machine drying them, after each shift.
- Masks should be replaced if they become wet or soiled during a work shift.
- Employees should be encouraged to not touch their mask to discourage disease transmission.
- You should have a sickness policy that is available and clearly understood by all employees regarding when to stay home from work. Employees should not be punished or reprimanded if calling in sick for an excusable illness.

In addition, we advise you to monitor guidance and directives from the Federal Centers for Disease Control and Prevention (CDC), the Federal Health and Human Services Department, the State Department of Health Services, and the Wisconsin Governor's office.

If you have questions about these guidelines and how they may be applied to your facility, please don't hesitate to contact your local public health agency.



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Appendix C: Mobile Food Establishment Guidance

The local health agencies in Brown County are a resource that may be used by all businesses countywide. The following guidance is being provided to promote the safety of your employees and patrons, as well as to further a successful reopening. Please don't hesitate to contact us with specific questions regarding our guidance that relate to your business operation, and please continue to comply with all applicable Federal, State and Local laws, rules and regulations. You can do your part to prevent the spread of COVID-19 by implementing the following recommendations:

- Upon removing your mobile establishment from storage, thoroughly deep clean and sanitize the entire mobile unit as well as the mobile base. Focus on high contact areas that will be touched by employees and customers. We recommend using a bleach solution that is maintained at 50-100 ppm (1 capful per gallon of water). There are additional guidelines for cleaning after an employee tests positive for COVID-19 - please contact us for more information regarding this situation.
- Flush water systems at the mobile base for 30 minutes before beginning seasonal operations.
- Verify all stocked food is wholesome and not expired, discard as necessary.

Management Responsibilities

- A minimum of one certified food manager (CFM) is required per location. When practical, the employee holding the CFM should be in charge and onsite during all hours of operation.
- It is the responsibility of the person in charge to monitor and ensure that employees are following proper procedures.



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Appendix C: Mobile Food Establishment Guidance

Stay Healthy/Stay Home When Sick Recommendations

- Prohibit sick employees from working.
- Have employees self-monitor for COVID-19 symptoms, such as: shortness of breath, cough, and fever.
- Businesses may want to consider a legally compliant policy or practice to screen employees for illness prior to entry and have policies in place that reinforce employees to stay at home if sick.
- Provide PPE to protect employees. An example is the use of a cloth face mask. These are designed to protect the people around the individual wearing the mask.
 - Masks should fit over the nose and mouth, and should fit snugly and comfortably around the side of the face.
 - Masks should be properly secured and should include multiple layers of fabric.
 - Manufacturer instructions should be followed regarding reusable masks, which may include laundering masks with warm/hot water, and machine drying them, after each shift.
 - Masks should be replaced if they become wet or soiled during a work shift.
 - Employees should be encouraged to not touch their mask to discourage disease transmission.
- You should have a sickness policy that is available and clearly understood by all employees regarding when to stay home from work. Employees should not be punished or reprimanded if calling in sick for an excusable illness.
- Recommend implementing a "no penalty" cancellation policy to discourage sick attendees from holding or attending an event at the food service establishment.



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Appendix C: Mobile Food Establishment Guidance

Recommendations Regarding Clean Hands: Prevent the Spread of Disease

- All employees should be provided with education on proper handwashing procedures, which include: wet, lather, scrub, rinse and dry. Wash hands with soap and warm water for at least 20 seconds. As this action can break the route of disease transmission, please reinforce it with your employees.
- Hand sanitizer that contains at least 60% alcohol should be provided at entry/exit points for customers.
- Employees should wash their hands as frequently as necessary to prevent contamination of food and utensils, and to prevent the spread of disease.
- Ensure proper glove use when handling ready-to-eat foods. Single use gloves should not be re-used. Gloves are not a replacement for handwashing.

Social Distancing Recommendations

- Encourage your customers to maintain at least 6 feet physical distance by installing removable signs (with pictures demonstrating social distancing), cones or duct tape on the ground spanning six feet apart.
- Encourage the use of protective barriers to protect employees and customers. This type of barrier may further extend the takeout window, extending the physical barrier up to the point where the largest takeout item can be passed through the window.
- All orders should be packaged for carry out service from takeout window.
- Utilize social media and/or phone orders to minimize contact with customers.
- Modify operations to include: Contactless payments and the use of mobile ordering apps/website and use of customers car as waiting area.



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Appendix C: Mobile Food Establishment Guidance

Cleaning and Sanitizing Recommendations

- Provide refresher training to existing and new employees on cleaning and sanitizing procedures.
- Concentration of approved sanitizers for food contact surfaces:
 - Chlorine 50-100 ppm
 - Quaternary Ammonium 150-400 ppm
 - Iodine 12.5 mg/L-25 mg/L
- Sanitizer concentration should be checked with a test strip at the beginning of daily operations, hourly, and each time sanitizer is refilled. In times of higher use and where sanitizer buckets become cloudy with food debris, more frequent changing of sanitizer will help ensure proper sanitization.
- Clean and sanitize common areas/items in between customers, after each use. Clean frequently touched areas regularly. It is recommended to use protective coverings that can be cleaned and sanitized for hard to clean areas, such as keyboards.
- Sanitize the pickup side of the vehicle near the menu and eliminate all condiment containers for customer use.

In addition, we advise you to monitor guidance and directives from the Federal Center for Disease Control (CDC), the Federal Health and Human Services Department, the State Department of Health Services, and the Wisconsin Governor's office.

If you have questions about these guidelines and how they may be applied to your facility, please don't hesitate to contact your local public health agency.



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Appendix D: Office Building Guidance

The local health agencies in Brown County are a resource that may be used by all businesses countywide. The following guidance is being provided to promote the safety of your employees and patrons, as well as to further a successful reopening. Please don't hesitate to contact us with specific questions regarding our guidance that relate to your business operation, and please continue to comply with all applicable Federal, State and Local laws, rules and regulations. You can do your part to prevent the spread of COVID-19 by implementing the following recommendations:

Recommendations Regarding Maintaining a Healthy Work Environment Planning to Reopen Recommendations:

- Ensure that systems such as mechanical, HVAC, water, fire, etc. are in good repair.
- If the facility has been shut down, run the water for at least 30 minutes to flush out the pipes.
- Thoroughly deep clean and sanitize the entire facility. Focus on high contact areas that will be touched by employees and visitors.
 - Use EPA approved disinfectants against COVID-19. They can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- Install physical barriers in locations where social distancing cannot be practiced, such as reception areas, break rooms, etc. (Plexiglas is transparent thermal plastic and is commonly used).
- When possible, arrange vendor deliveries to occur when minimal employees are present, such as before or after working hours or during lunch.
- Use floor markings to indicate a 6-foot separation in break rooms, lobbies, and other common areas.



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Appendix D: Office Building Guidance

- Post signage that encourages social distancing, staying home when sick, cough and sneeze etiquette, and hand hygiene in clear view of employees. Management can provide frequent verbal reinforcement for added effectiveness.
- Consider using sign-in sheets to track all visitors.
- Provide hand sanitizer at entry points and reception areas. Touchless dispensers are recommended; pump bottles may also be used.
- If practicable, frequently disinfect high contact surfaces (door knobs, appliances, keyboards, light switches, elevator buttons, drawer handles, etc.) used by employees and visitors.

Stay Healthy/Stay Home When Sick Recommendations

- Prohibit sick employees from working.
- Have employees self-monitor for COVID-19 symptoms, such as: shortness of breath, cough, and fever.
- Businesses may want to consider a legally compliant policy or practice to screen employees for illness prior to entry and have policies in place that reinforce employees to stay at home if sick.
- Provide PPE to protect employees. An example is the use of a cloth face mask. These are designed to protect the people around the individual wearing the mask.
 - Masks should fit over the nose and mouth, and should fit snugly and comfortably around the side of the face.
 - Masks should be properly secured and should include multiple layers of fabric.
 - Manufacturer instructions should be followed regarding reusable masks, which may include laundering masks with warm/hot water, and machine drying them, after each shift.
 - Masks should be replaced if they become wet or soiled during a work shift.
 - Employees should be encouraged to not touch their mask to discourage disease transmission.



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Appendix D: Office Building Guidance

- You should have a sickness policy that is available and clearly understood by all employees regarding when to stay home from work. Employees should not be punished or reprimanded if calling in sick for an excusable illness.
- Recommend implementing a "no penalty" cancellation policy to discourage sick attendees from holding or attending an event or training.

Social Distancing Recommendations

- Provide education to employees on the importance of maintaining a physical distance of 6 feet
- Maintain at least 6 feet physical distance by altering the physical environment (e.g., workstation spacing), and consider limiting the number of visitors within the office/lobby/etc.
- Discourage sharing of equipment/personal items.
- Employees should minimize close contact with others, such as shaking hands.
- Utilize technology to conduct virtual meetings and telework whenever possible.
- Continue to encourage virtual or phone conferences, where possible.

In addition, we advise you to monitor guidance and directives from the Federal Centers for Disease Control and Prevention (CDC), the Federal Health and Human Services Department, the State Department of Health Services, and the Wisconsin Governor's office.

If you have questions about these guidelines and how they may be applied to your facility, please don't hesitate to contact your local public health agency.



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Appendix E: Retail Store Guidance

The local health agencies in Brown County are a resource that may be used by all businesses countywide. The following guidance is being provided to promote the safety of your employees and patrons, as well as to further a successful reopening. Please don't hesitate to contact us with specific questions regarding our guidance that relate to your business operation, and please continue to comply with all applicable Federal, State and Local laws, rules and regulations. You can do your part to prevent the spread of COVID-19 by implementing the following recommendations:

Recommendations Regarding Maintaining a Healthy Work Environment

- Prior to opening, thoroughly deep clean and disinfect the entire facility.
- Upon opening, focus disinfection on high contact areas that will be touched by employees and customers (payment keypads, door knobs, etc.).
 - A list of EPA approved disinfectants for COVID-19 can be found at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- Ensure that mechanical, HVAC, life and fire safety systems are operational and in good repair.
- Install physical barriers at cash registers and customer service areas to protect employees and customers (Plexiglas is transparent thermal plastic and is commonly used).
- Offer designated shopping hours for high risk populations.
- Limit stocking shelves to before and after store hours.
- Use floor markings to encourage one-way floor traffic throughout the facility.
- Use floor markings to indicate a 6-foot separation in break rooms, checkout lines and waiting areas.
- Post pictograms or other visual signs that encourage social distancing and cough and sneeze etiquette.



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Appendix E: Retail Store Guidance

- Provide hand sanitizer at entry points and checkout lines. Touchless dispensers are recommended, but pump bottles may also be used.
- Clean and disinfect employee common areas, including break rooms, hourly if practicable.
- Provide sanitizing wipes near cart pickup locations for customers to self-sanitize shopping cart surfaces.
- Employees should wear face masks during their shift. Cloth face masks, which incorporate the following characteristics:
 - Masks should fit over the nose and mouth, and should fit snugly and comfortably around the side of the face.
 - Masks should fit securely
 - Manufacturer instructions should be followed regarding reusable masks, which may include laundering masks with warm/hot water, and machine drying them, after each shift.
 - Masks should be replaced if they become wet or soiled during a work shift; and Employees should be encouraged to not touch their mask to discourage disease transmission.

Stay Healthy/Stay Home When Sick Recommendations

- Prohibit sick employees from working.
- Have employees self-monitor for COVID-19 symptoms, such as: shortness of breath, cough, and fever.
- Businesses may want to consider a legally compliant policy or practice to screen employees for illness prior to entry and have policies in place that reinforce employees to stay at home if sick.
- Provide PPE to protect employees. An example is the use of a cloth face mask. These are designed to protect the people around the individual wearing the mask.
 - Masks should fit over the nose and mouth, and should fit snugly and comfortably around the side of the face.



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- Masks should be properly secured and should include multiple layers of fabric.
- Manufacturer instructions should be followed regarding reusable masks, which may include laundering masks with warm/hot water, and machine drying them, after each shift.
- Masks should be replaced if they become wet or soiled during a work shift.
- Employees should be encouraged to not touch their mask to discourage disease transmission.
- You should have a sickness policy that is available and clearly understood by all employees regarding when to stay home from work. Employees should not be punished or reprimanded if calling in sick for an excusable illness.
- Recommend implementing a "no penalty" cancellation policy to discourage sick attendees from holding or attending an event or training.

In addition, we advise you to monitor guidance and directives from the Federal Centers for Disease Control and Prevention (CDC), the Federal Health and Human Services Department, the State Department of Health Services, and the Wisconsin Governor's office.

If you have questions about these guidelines and how they may be applied to your facility, please don't hesitate to contact your local public health agency.



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Appendix F: Manufacturing Guidance

The local health agencies in Brown County are a resource that may be used by all businesses countywide. The following guidance is being provided to promote the safety of your employees and patrons, as well as to further a successful reopening. Please don't hesitate to contact us with specific questions regarding our guidance that relate to your business operation, and please continue to comply with all applicable Federal, State and Local laws, rules and regulations. You can do your part to prevent the spread of COVID-19 by implementing the following recommendations:

Recommendations Regarding Preparing to Reopen a Facility

- Inspect and begin the initial/start up procedures for: mechanical, HVAC, and fire/life safety systems.
- Inventory Personal Protective Equipment (PPE) inventory and establish minimum quantities for operations.
- Procure/order appropriate PPE and verify that the delivery time corresponds with your reopening.

Recommendations Regarding Current or Ongoing Operations

Consider developing an Infectious Disease Preparedness and Response Plan for COVID-19:

- Address levels of risk and exposure to your workforce at all locations and buildings, based upon job tasks, which may include any/all of the following:
 - Understand the symptoms of COVID-19, and identify surveillance protocols.
 - Limit employee exposure to the general public;
 - Consider non-occupational risk factors such as home or community settings.
 - Identify control measures to address risks (such as sick time use policy, physical controls, etc.).



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Appendix F: Manufacturing Guidance

- Businesses may want to consider a legally compliant policy or practice to screen employees for illness prior to entry and have policies in place that reinforce employees to stay at home if sick.
- When your plan is activated, consider designating or hiring additional staff to oversee implementation and effectiveness of measures for the duration of the response. This may be scaled to operation size, number of employees, and number of shifts.
- Consider additional operational factors, such as:
 - Engineering controls
 - Administrative controls
 - Safe work practices
 - PPE

Recommendations Regarding Educating your workforce

- Supplement employees' required training with additional information about the spread of COVID-19. Specific topics could include:
 - How COVID-19 is spread
 - General symptoms, and how to recognize signs of infection for themselves and others
 - Proper handwashing practices
 - Social distancing and why it's important
 - Cough and sneeze etiquette
 - Facility implemented procedures (i.e., screening prior to facility entrance, increased visual cues)
- All training and visual cues (visual and verbal) should be at the appropriate literacy level for employees and should be translated to native languages commonly spoken by employees.



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Appendix F: Manufacturing Guidance

Recommendations Regarding Safety of Employees

Safety is at the forefront of each and every manufacturing business. When considering reopening a facility, management should have policies in place regarding sending home and returning to work employees who are ill as part of their overall strategy to reduce the spread of COVID-19.

- Due to the relatively long onset period of COVID-19, it is recommended that employee 'sick' time and 'stay at home' procedures be reviewed, and that quarantine/isolation should be included.
- Recommend implementing a "no penalty" cancellation policy to discourage sick attendees from attending an event or training.

Recommendations Regarding Employees Returning to Work

- Employees that were COVID-19 symptomatic should be required to meet the minimum criteria before being allowed to return to the work, including:
 - Having at least 24 hours pass since their fever was resolved without the use of fever-reducing medications, and improvement of respiratory symptoms.
 - Having at least 10 days pass since the onset of their symptoms.
 - Obtaining an occupational nurse's recommendation or doctor's clearance.
- Each facility should work with their occupational health unit to update these criteria and parameters frequently.
- It is strongly recommended to revise any existing policies that promote a 'work while sick' culture. It is especially critical to properly communicate these changes to all employees, and to make the message available to those employees whose native language is not English.



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Appendix F: Manufacturing Guidance

Cleaning and Sanitizing Recommendations

- In addition to regularly scheduled cleaning and sanitation of the facility, consider the following additional steps:
 - Frequently sanitize high touch surfaces throughout the facility, such as: doors, door knobs, handle rails, levers, and handles.
 - Frequently sanitize all 'touch' surfaces in break and lunchrooms before each division of the work shift enters these spaces for their break periods.
 - While divisions of the work shift are on a break period, their workspaces can be sanitized (i.e., cabinets, counters, tables, tools, etc.).
 - Consider the use of rapid sanitization of surfaces through the 'fogging' technique, using COVID-19 EPA approved disinfectants.

Recommended Administrative Controls

- Require single file, one-way movement with six-foot distancing for workers going to and from their workstations. For corridors that require two-way travel, a physical barrier can be installed (i.e., plexiglass).
- Designate an employee or employees to monitor and enforce social distancing on production lines, in break and locker rooms, and smoking areas.
- Stagger break and lunch periods. To the extent possible, stagger shift start and end times.
- Have posted signage to enhance PPE and social distancing (keeping at least six feet apart). Signs should be affixed to eye-level areas of walls, in stairways, and in walkways.
- Where available, closed circuit televisions that broadcast messages for employees can also be utilized for visual cues, and to remind employees to stay home if they have COVID-19 symptoms.



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Appendix F: Manufacturing Guidance

- During the COVID-19 pandemic, employees should be discouraged from utilizing group transportation such as a van or car pooling.
- Close non-essential spaces/amenities such as fitness centers or lounge areas.
- Limit cafeteria vendors and/or other non-essential contractors/vendors from entering the facility during production shifts.
- Hire or designate a specific staff member to act as a 'COVID-19 Coordinator' and make that employee responsible for internal compliance of infectious disease measures.

Recommended Engineering Controls

- Often production lines require employees to remain in close proximity to one another for prolonged periods (e.g., for an entire shift). Methods to consider for preventing the spread of COVID-19 may include the following:
 - Use of physical barriers that are easily cleanable (e.g., plexiglass), that separate employee respiration zones (four to six and a half feet high and the width of the potential workstation along the line).
 - Consider increasing exhaust ventilation, with overhead ducting such that the turnover rate is higher than during standard operations.
 - Consider increasing filtration (e.g., high efficiency) and/or air treatment on the inlet side of ventilation ducting.
 - Avoid the use of pedestal or hard mounted directional fans blowing air from one employee onto another.
 - Eliminate personal cooling fans.
 - Incorporate touchless timeclock systems.
 - Increase the number of time clocks and disburse them around the facility, within the flow of employee work stations, to reduce employee lines forming to clock in/out.



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- Install additional handwashing stations with touchless soap dispensers and automatic faucets.
- Install touch free hand sanitizer stations in areas where additional handwashing stations are impractical to install.
- For lunch/break areas, install dividers on lunch tabletops with six foot spacing.

Recommendations Regarding Personal Protective Equipment

- In addition to standard PPE worn within the production aspects of the facility, additional PPE considerations to help prevent the spread of COVID-19 include:
 - N95 Respirator masks (Note: this equipment has been reserved for healthcare workers).
 - Other combinations may include:
 - Face shields that can be affixed to hard hats, and
 - Cloth face masks, which incorporate the following characteristics:
 - Masks should fit over the nose and mouth, and should fit snugly and comfortably around the side of the face.
 - Masks should fit securely and should include multiple layers of fabric.
 - Manufacturer instructions should be followed regarding reusable masks, which may include laundering masks with warm/hot water, and machine drying them after each shift.
 - Masks should be replaced if they become wet or soiled during a work shift.
 - Employees should be encouraged to not touch their mask to discourage disease transmission.



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Appendix F: Manufacturing Guidance

- From a procurement and available inventory perspective, facilities may consider seeking other PPE that can be utilized to protect their employees as a response to COVID-19 which may include:
 - Safety Glasses
 - Face Shields
 - Thermometers (non-contact, temporal)
 - Automated systems
 - Gloves
 - Nitrile
 - Latex
 - Face Masks
 - Surgical (non-N95) Masks
 - N95 masks
 - Face Coverings
 - Physical barrier material (transparent thermal plastic)
 - Sanitizing wipes
 - Hand Sanitizer
 - Bleach
 - Protective coveralls

Recommended Useful Links:

- World Health Organization: COVID-19 <https://www.who.int/>
- U.S. Department of Labor: COVID-19 and the American Worker <https://www.dol.gov/agencies/whd/pandemic>
- CDC Guidelines for approved disinfectants for COVID-19 <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- Handwashing 101: CDC Issues Tips to Preventing Coronavirus (COVID-19) <https://www.youtube.com/watch?v=3EoAyQu3LI8>



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We advise you to monitor guidance and directives from the Federal Center for Disease Control (CDC), the Federal Health and Human Services Department, the State Department of Health Services, and the Wisconsin Governor's office.

If you have questions about these guidelines and how they may be applied to your facility, please don't hesitate to contact your local public health agency.



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Appendix G: Wedding Venue Guidance

The local health agencies in Brown County are a resource that may be used by all businesses countywide. The following guidance is being provided to promote the safety of your employees and patrons, as well as to further a successful reopening. Please don't hesitate to contact us with specific questions regarding our guidance that relate to your business operation, and please continue to comply with all applicable Federal, State and Local laws, rules and regulations. You can do your part to prevent the spread of COVID-19 by implementing the following recommendations:

General Guidelines

- Post visual cues throughout facility to encourage:
 - Social distancing: six feet distance between patrons.
 - Handwashing hygiene.
 - Sneeze/cough etiquette (coughing in your elbow)
- For greater effectiveness, it is recommended that management identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to staff and guests.
- Keep a record of all guests and staff in attendance and encourage patrons to sign in upon entry and sign out upon departure. This extra step by patrons can be used for contact tracing in the event it is needed.
- Provide (touchless preferred) hand sanitizing stations throughout the facility and at entry/exit points. Hand sanitizer must contain at least 60% alcohol.
- Provide touchless garbage receptacles throughout the facility. Empty/remove garbage from facility daily.



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Appendix G: Wedding Venue Guidance

- Maintain restrooms in clean condition. Clean and disinfect at least hourly during event operation. With increased monitoring, more frequent restocking of supplies may be achieved.
- Recommend implementing a "no penalty" cancellation policy to discourage sick attendees from holding or attending an event.

Social Distancing Recommendations

Social distancing is crucial to reducing the spread of COVID-19. If six foot distancing is not possible, limit those seating areas to same household individuals. Maintain at least 6 feet distance by using the following: floor markings, signage, and updated seating arrangements that ensure 6 feet of separation. This practice should be applied to dance floors, buffet lines, and other common areas. Seating examples may include:

- Theater style seating - allow three feet between each chair (or instruct guests to sit in every other chair if the Fire Marshall requires chairs to be connected.)
- Classroom set up - set a maximum of two guests per six-foot table.
- U-shape set up - set a maximum of two guests per six-foot table.
- Conference style set up - set a maximum of two guests per six-foot table.
- Banquet rounds - set a maximum of six guests per six-foot round, or five guests per five-foot round.
- Reception set up - set all tables at least six feet apart with no more than two chairs per cocktail round.

Recommendations Regarding Personal Protective Equipment

To the extent and feasibility possible, require employees to wear masks or facial covering and encourage guests to do the same, where practical. Recommend CDC instructions on how to properly put on and remove facial coverings/masks, located here:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>.



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Staff/Guest Health and Hygiene

Guests/staff should self-monitor for symptoms of COVID-19. Symptoms include, but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The CDC periodically updates symptoms and they can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Prior to the event, advise guests/staff to stay home if they are not feeling well or have symptoms. Also consider implementing an employee health and sick leave policy. The policy should provide for employees to call in if experiencing COVID-19 symptoms and then to contact their healthcare provider for treatment and possible testing.

Cleaning & Disinfection

Provide training to existing and new staff on cleaning and sanitizing procedures.

Concentration of approved sanitizers for food contact surfaces shall be maintained within the limits below:

- Chlorine 50-100 ppm
- Quaternary Ammonium 150-400 ppm
- Iodine 12.5 mg/L -25 mg/L



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Sanitizer concentration in sanitizer bottles and sanitizer pails should be checked with a test strip at the beginning of daily operations, hourly, and each time the sanitizer is refilled. In times of higher use and when sanitizer pails become cloudy with food debris, more frequent changing of sanitizer will help to ensure proper sanitation. Surfaces should be cleaned with soap and water prior to sanitation.

- Follow manufacturer's directions for proper concentration/contact time needed for disinfecting non-food contact surfaces.
- Assign staff to clean frequently touched surfaces prior, during (at least hourly), and at the end of the event.
- Staff should wear disposable gloves for all cleaning tasks. Remove gloves carefully and properly wash hands immediately.
- Do not use disinfecting wipes to wipe more than one surface. Use one wipe per item/area and discard after each use or when soiled.
- Use EPA approved disinfectants for COVID-19. The list can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Seating Capacity & Layout

- Recommend one household per table. Space tables apart to maintain at least 6-feet physical distancing (examples above).

Food & Bar Service

- Hot and cold self-service buffets and family style dining are not recommended at this time.
- Consider service as primary means for:
 - Install physical barriers, such sneeze guards, where maintaining physical distance is difficult to achieve.



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- Recommend removal of shared condiments from tables and provide single use options.
- All stemware/flatware/dinnerware shall be properly washed, rinsed, and sanitized. Sanitizer concentration levels (identified above) shall be monitored daily.
- Do not allow customers to refill their own drinks. Only allow staff to refill drinks and use a clean glass each time.
- Encourage cashless transactions.

All staff should be provided with education on proper handwashing procedures, which include: wet, lather, scrub, rinse and dry with disposable paper towels. Additionally, staff should continue to be encouraged to frequently wash their hands throughout their shift.

Ensure proper glove use when handling ready-to-eat foods. Single use gloves should not be re-used. Gloves are not a replacement for handwashing.

Licensed food trucks may be utilized at events, subject to municipality approval. Multiple trucks should be at least 30 feet apart.

Engineering Controls

- Consider increasing standard ventilation rates in the event space during operation.
- Avoid the use of pedestal or directional fans.
- Utilize outdoor spaces whenever possible.



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Appendix H: Resources and Entities Not Covered

Businesses and entities in categories other than the Food Service, Lodging, Mobile Food, Office Buildings, Retail Stores, and Manufacturing categories specifically covered in this Reopening Brown County Plan should follow Centers for Disease Control and Prevention (CDC) and or/Wisconsin Economic Development Corporation (WEDC) guidance, and may also seek further specific local guidance by contacting their local Health Department.

- CDC: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- WEDC: <https://wedc.org/reopen-guidelines/>
- DHS: <https://www.dhs.wisconsin.gov/covid-19/index.htm>
- Brown County: www.stayhealthybc.com
- Brown County Public Health
 - 920-448-6400
 - bc_health@browncountywi.gov
- De Pere Public Health
 - 920-339-4054
 - deperehealth@mail.de-pere.org



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COVID-19 NOTICE

has a COVID-19 business plan in place.

- Disinfection and sanitation plan
- Physical distancing measures
- Protective gear (masks, gloves, barriers)
- Employee training on COVID-19 plan
- Temperature and symptom checks on employees

We have done our best to minimize the possibility of exposure to COVID-19, but exposure cannot be completely eliminated.
Please enter at your own risk.

Please do your part.

- If you feel sick, do not enter
- A face mask is strongly recommended
- Maintain a six-foot distance between you and others
- Leave at-risk people at home if possible
- Limit groups



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AVISO COVID-19

tiene un plan de negocios COVID-19 implementado.

- Plan de desinfección y saneamiento
- Medidas de distanciamiento físico
- Equipo de protección (máscaras, guantes, barreras)
- Capacitación de empleados sobre el plan COVID-19
- Control de temperatura y síntomas en los empleados

Hemos hecho todo lo posible para minimizar la posibilidad de exposición al COVID-19, pero la exposición no se puede eliminar por completo.

Por favor Ingrese bajo su propio riesgo.

Por favor haz tu parte.

- Si te sientes enfermo, no entres
- Se recomienda una mascarilla facial
- Mantenga una distancia de seis pies entre usted y los demás.
- Deje a las personas en riesgo en casa si es posible
- Grupos límites



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Appendix J: Responding to Positive COVID-19 Cases in Your Facility

Brown County Public Health offers the following recommendations and considerations regarding protecting employees, customers, and communities and slowing the spread of COVID-19. It is important to note that the more an individual interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.

As is the case with any employer implementing any policies and/or rules regarding its employees, you should check with your Human Resources Department and seek the advice of legal counsel prior to implementing any policies and/or rules in order to ensure that you possess the legal authority to do so, and that your policies and/or rules comply with other laws, such as the federal Americans with Disabilities Act (ADA), and allow for any applicable exceptions. Also, these recommendations and considerations are based upon information available at the time of publication and are subject to change.

- **What to Do If an Employee Tests Positive for COVID-19** You should consider instructing the infected employee to follow these protocols:
 - If symptomatic, the employee must isolate for a minimum of 10 days after symptom onset AND have at least 24 hours fever and symptom free, without fever reducers.
 - If asymptomatic, the employee must isolate for 10 days after their positive test date.
 - You should consider contacting all employees that were in close contact with the positive employee and informing them to self-quarantine for 14 days. Employees under quarantine should actively monitor for COVID-19 symptoms.



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What to Do If an Employee Tests Negative for COVID-19 You should consider instructing the individual employee to follow these protocols:

- If symptomatic, they should stay at home until they have had 24 hours fever and symptom free, without fever reducers.
- If asymptomatic and not a close contact, the employee can return to work when negative test results are received. However it is important to remember that they could test positive at a later time. Public Health recommends continuing to practice protective measures to reduce the spread of COVID-19 in Brown County.
- **If your employee is a close contact of someone with COVID-19, they should quarantine based upon quarantine risk level per the 12/6/2020 Brown County Public Health guidance.**

According to the Centers for Disease Control and Prevention (CDC) a close contact is being in contact with a positive COVID-19 case within 6 feet for more than 15 minutes, had direct contact with the person (i.e. kiss, handshake, hug), had contact with the persons respiratory secretions (i.e. cough/sneezed on, contact with dirty tissue, sharing a drinking glass, etc.), or stayed overnight for at least one night in the same household.

- Symptoms include, but are not limited to:
 - Cough (new onset or worsening of chronic cough)
 - Shortness of breath
 - Fever >100.4F
 - Chills
 - Sore throat
 - Runny nose
 - Muscle pain
 - Headache
 - New loss of taste or smell



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- Consider issuing a general notice to the workforce that an employee has tested positive for or is presumed to have COVID-19 (without identifying the employee).
- Consider notifying clients, vendors and/or guests who may have been exposed to the diagnosed employee, while maintaining confidentiality (i.e. “an employee tested positive” vs. “John Doe tested positive”).

Cleaning and Disinfecting

- In most cases, you do not need to shut down your facility. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person (office space, shared meeting spaces, work stations, restrooms, etc.)
- You should consider waiting 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.
- If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- Consider cleaning dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use products that meet EPA criteria for use against COVID-19, and are appropriate for the surface. Follow the label for proper contact time.

Preventive Measures

- Consider educating employees about when they should stay home and when they can return to work.



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- Actively encourage employees who are sick or have recently had a close contact with a person with COVID-19 to stay home.
- Develop policies that encourage sick employees to stay at home without fear punishment, and ensure employees are aware of these policies.
- Employees must stay home if they have tested positive, and you should consider having them stay home if they are showing COVID-19 symptoms.
- You should consider having employees who have recently had close contact with a person with COVID-19 also stay home and monitor their health.

Hand Hygiene

- You should consider requiring frequent employee handwashing especially after touching frequently used items or surfaces (i.e. doorknobs, handles, handrails, payment pads, pens, etc.) with soap and water for at least 20 seconds and increase monitoring to ensure adherence.
- If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol.

Face Coverings

- Governor Tony Evers has released Emergency Order #1 (<https://evers.wi.gov/Documents/COVID19/EmO01-FaceCoverings.pdf>) which outlines who should wear a mask and in which settings. Please see the FAQ from the Governor's office if you have questions about the order: <https://evers.wi.gov/Documents/COVID19/FaceCoveringFAQ.pdf>.
- The Governor's Emergency Order #1 is meant to be a minimum bar for facial covering requirements. If your local government has stricter requirements, those requirements must be followed.



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- You should also consider providing training to staff for proper use, removal, and washing of face coverings, if applicable. You should consult with legal counsel regarding providing exceptions/accommodations regarding any face covering requirement you may implement prior to doing so, and regarding any other legal considerations.
- There is growing evidence that the use of cloth face coverings by the public during a pandemic is one of the most effective strategies to prevent the spread of the virus. Masks reduce the spread of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19, but feels well. You should consider using cloth face coverings as part of a combination strategy, including physical distancing, washing hands and staying home when ill.

Signs and Messages

- Post signs in highly visible locations (e.g., at entrances, in restrooms) that promote everyday protective measures and describe how to stop the spread of germs such as by properly washing hands and properly wearing a face covering.
- Include messages (for example, videos) about behaviors that prevent spread of COVID-19 when communicating with vendors, employees, and customers (such as on business websites, in emails, and on social media accounts).

"As is the case with any employer implementing any policies and/or rules regarding its employees, you should check with your Human Resources Department and seek the advice of legal counsel prior to implementing any policies and/or rules in order to ensure that you possess the legal authority to do so, and that your policies and/or rules comply with other laws, such as the federal Americans with Disabilities Act (ADA), and allow for any applicable exceptions. Also, these recommendations and considerations are based upon information available at the time of publication and are subject to change."



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Appendix K: COVID-19 FAQ Toolkit

Q: What does close contact mean?

A: Close contact according to CDC is being in contact with a positive COVID-19 case within 6 ft for more than 15 minutes, had direct contact with the person (e.g. kiss, handshake, hug, etc.), had contact with the person's respiratory secretions (e.g. coughed/sneezed on, contact with dirty tissue, sharing a drinking glass, etc.), or stayed overnight for at least one night in the same household as the positive person.

Q: Do I need to quarantine if I am exposed to a positive COVID-19 case while wearing a mask, but not social distancing?

A: Yes. If you were within 6 ft with a confirmed positive COVID-19 case for more than 15 minutes, that is considered close contact. You should quarantine based upon quarantine risk level per the 12/6/2020 Brown County Public Health guidance.

Q: Do I need to quarantine if I am exposed to a positive COVID-19 case while social distancing, but not while wearing a mask?

A: No. If you were able to maintain a 6 ft distance or greater from the positive COVID-19 case, you are not considered a close contact, and would not need to quarantine. However, it is recommended to wear a mask to protect others and to minimize the spread of COVID-19 in our community.

Q: Do I need to quarantine if I am exposed to a positive COVID-19 case while wearing a mask AND social distancing?

A: No. If you were able to maintain a 6 ft distance or greater from the positive COVID-19 case, you are not considered a close contact, and would not need to quarantine.



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Q: One of my employees tested positive. Do I need to shut down my facility?

A: It is recommended to close off, clean and disinfect any areas where the employee may have been for a prolonged period of time. If the area was the primary location where public gather (i.e. dining area, bar), it is recommended to close the facility and follow cleaning and disinfecting protocol.

Q: Should I test my entire staff if an employee tested positive?

A: Assess which employees were in close contact with the positive employee during the infectious period. Those individuals should quarantine based upon quarantine risk level per the 12/6/2020 Brown County Public Health guidance.

Q: What is an infectious period?

A: For a symptomatic individual, the infectious period starts 2 days prior to symptom onset. For an asymptomatic individual, the infectious period starts 2 days prior to the COVID-19 test date.

Q: When should I inform my clients of a potential exposure to COVID-19 in my business?

A: Consider waiting for a positive testing result before informing clients of potential exposure. The Brown County Public Health Contact Tracing Team will also follow up with further information on this case if positive test results are obtained.



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Q: Should customers be required to wear masks? Can I require my customers to wear mask or face coverings before entering my business?

A: Governor Tony Evers has released Emergency Order #1 (<https://evers.wi.gov/Documents/COVID19/EmO01-FaceCoverings.pdf>) which outlines who should wear a mask and in which settings. Please see the FAQ from the Governor's office if you have questions about the order: <https://evers.wi.gov/Documents/COVID19/FaceCoveringFAQ.pdf>.

The Governor's Emergency Order #1 is meant to be a minimum bar for facial covering requirements. If your local government has stricter requirements, those requirements must be followed.

As is the case with any employer implementing any policies and/or rules regarding its employees, you should check with your Human Resources Department and seek the advice of legal counsel prior to implementing any policies and/or rules in order to ensure that you possess the legal authority to do so, and that your policies and/or rules comply with other laws, such as the federal Americans with Disabilities Act (ADA), and allow for any applicable exceptions. It is also important to consider that some people are unable to wear masks due to medical conditions, fear of being profiled, or young children.

Q: What do I do if I see someone not wearing a mask, even though they should be?

A: Nothing. Some people have conditions or circumstances that would make wearing a cloth face covering difficult or dangerous. Just wear your mask and stay six feet away.



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Q: Should an employee who took the COVID-19 test because they may have been exposed to a positive COVID-19 case return to work if their result came back negative?

A: Even with a negative test result, employees should self-quarantine if they were in close contact with a positive COVID-19 case and should continue to monitor for symptoms. You should quarantine based upon quarantine risk level per the 12/6/2020 Brown County Public Health guidance. Symptoms may not develop for 2-14 days after an exposure to a positive COVID-19 case.

Q: How and where do I get tested?

A: If you are experiencing COVID-19 related symptoms such as new or worsening cough, shortness of breath, sudden loss of smell/taste, fever >100.4°F, etc. call your primary care provider to get more information on testing. Healthcare providers have posted testing information on their respective websites.

Q: How many days do I have to stay under isolation if I test positive for COVID-19?

A: We recommend isolating for a minimum of 10 days after symptom onset AND have at least three days symptom free (24 hours). This means all symptoms are gone without using any fever reducing medications for three days. If you are asymptomatic, you must isolate for 10 days after your test date.

Q: Are employers required to report any positive COVID-19 cases involving their employees to Brown County Public Health?

A: Potentially, yes. Wisconsin State Statutes outline specific situations where you may need to notify public health of a positive case of COVID-19. We recommend consulting with your Human Resources and/or legal counsel to ensure that appropriate reporting policies are in place and are consistent with state statutes.



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Q: If an employee is diagnosed with COVID-19, can the employer share information related to this employee with other employees in the facility?

A: According to CDC guidance, if an employee has a confirmed COVID-19 infection, employers should inform employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality by not disclosing personal identifying details about the positive COVID-19 employee, as required by the Americans with Disabilities Act (ADA). These recommendations and considerations are based upon information available at the time of publication and are subject to change. You should consider having these employees quarantine or self-monitor for symptoms (fever, cough, or shortness of breath), based on exposure.

Q: Do my employees have to quarantine for 14 days if they travel out of state?

A: No. Travel is not recommended; however, if someone must travel, after returning they should monitor for symptoms of COVID-19 for 14 days and stay home as much as possible. If they develop symptoms, they should contact their health care provider for testing.

Q: If a household contact of an employee is in close contact with a COVID positive case, does my employee have to quarantine?

A: No, your employee does not have to quarantine at this time but we recommend they self-monitor for symptoms. Their household contact is a close contact with the positive COVID-19 case and should quarantine based upon quarantine risk level per the 12/6/2020 Brown County Public Health guidance. If your employee's household contact becomes symptomatic or tests positive for COVID-19 your employee should quarantine at that time.

"As is the case with any employer implementing any policies and/or rules regarding its employees, you should check with your Human Resources Department and seek the advice of legal counsel prior to implementing any policies and/or rules in order to ensure that you possess the legal authority to do so, and that your policies and/or rules comply with other laws, such as the federal Americans with Disabilities Act (ADA), and allow for any applicable exceptions. Also, these recommendations and considerations are based upon information available at the time of publication and are subject to change."



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Appendix L: Quarantine Guidance for Close Contacts 12/6/20

The below updated guidance only applies to Close Contacts (to persons who have not been confirmed to be COVID-19 positive, but who have had a known exposure to a COVID-19 positive person as described below), and does not apply to persons confirmed to be COVID-19 positive persons.

- Close Contact Definition:
 - You are a "Close Contact" if any of the following situations happened to you while you spent time with a COVID-19 positive person, even if the person did not have symptoms at the time of your contact:
 - You had direct physical contact with the person (for example, a hug, kiss, or handshake).
 - You were within 6 feet of the person for a total of more than 15 minutes throughout a single day.
 - You had contact with the person's respiratory secretions (for example, you were coughed or sneezed upon; you had contact with the person's dirty tissue; you shared a drinking glass, food, towels or other personal items with the person).
 - You lived with the person or stayed overnight in a house with the person.
- Close Contact Guidance:
 - Lowest Risk Option (14 Day Quarantine): BCPH continues to recommend a quarantine period of 14 days for Close Contacts. While BCPH continues to recommend a quarantine period of 14 days for Close Contacts as the best option to limit the spread of COVID-19, BCPH understand that is not always possible, and BCPH finds the below Medium and High Risk Options to be acceptable alternatives.
 - Medium Risk Option (10 Day Quarantine): Quarantine may end after Day 10 without testing if no symptoms have been reported during daily monitoring. Continued symptom monitoring and masking must continue through Day 14.
 - Highest Risk Option (7 Day Quarantine): Quarantine may end after Day 7 if a diagnostic specimen tests negative, and if no symptoms were reported during daily monitoring. Continued symptom monitoring and masking must continue through Day 14. A specimen may be collected and tested within 48 hours before the end of Day 7, but quarantine may not be discontinued until after Day 7.



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- A COVID-19 test should occur on day 6 or 7 for this option to work. A negative result must be received before you return to work or daily activities with this option. The earliest you could resume normal activities with this option would be on Day 8.

DISCLAIMER: The above guidance is based upon recommendations and information obtained from the Centers for Disease Control and Prevention (CDC), and from the Wisconsin Department of Health Services (DHS), but is not a substitute for medical advice from a medical professional. When health concerns arise, you should contact your primary care physician for medical advice as soon as possible.

Sources:

- Centers for Disease Control and Prevention (CDC):
<https://www.cdc.gov/coronavirus/2019-ncov/more/scientific-briefoptions-to-reduce-quarantine.html>
- Wisconsin Department of Health Services (DHS):
<https://www.dhs.wisconsin.gov/covid-19/diagnosed.htm>



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